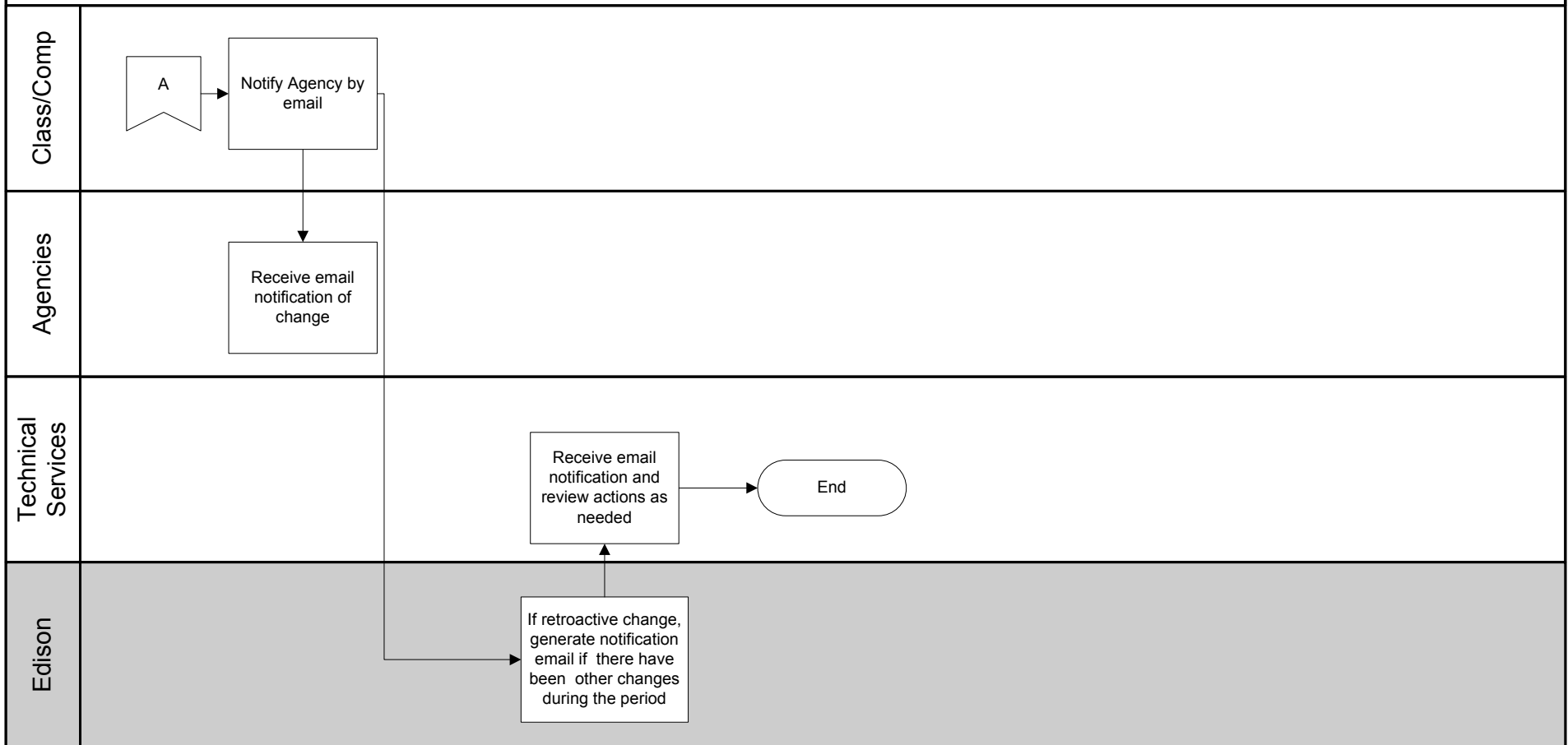


Process Area: Classification/Compensation
Sub-Process: CC-01 Position Actions and Salary Adjustments
Prepared By: Project Edison – State of Tennessee

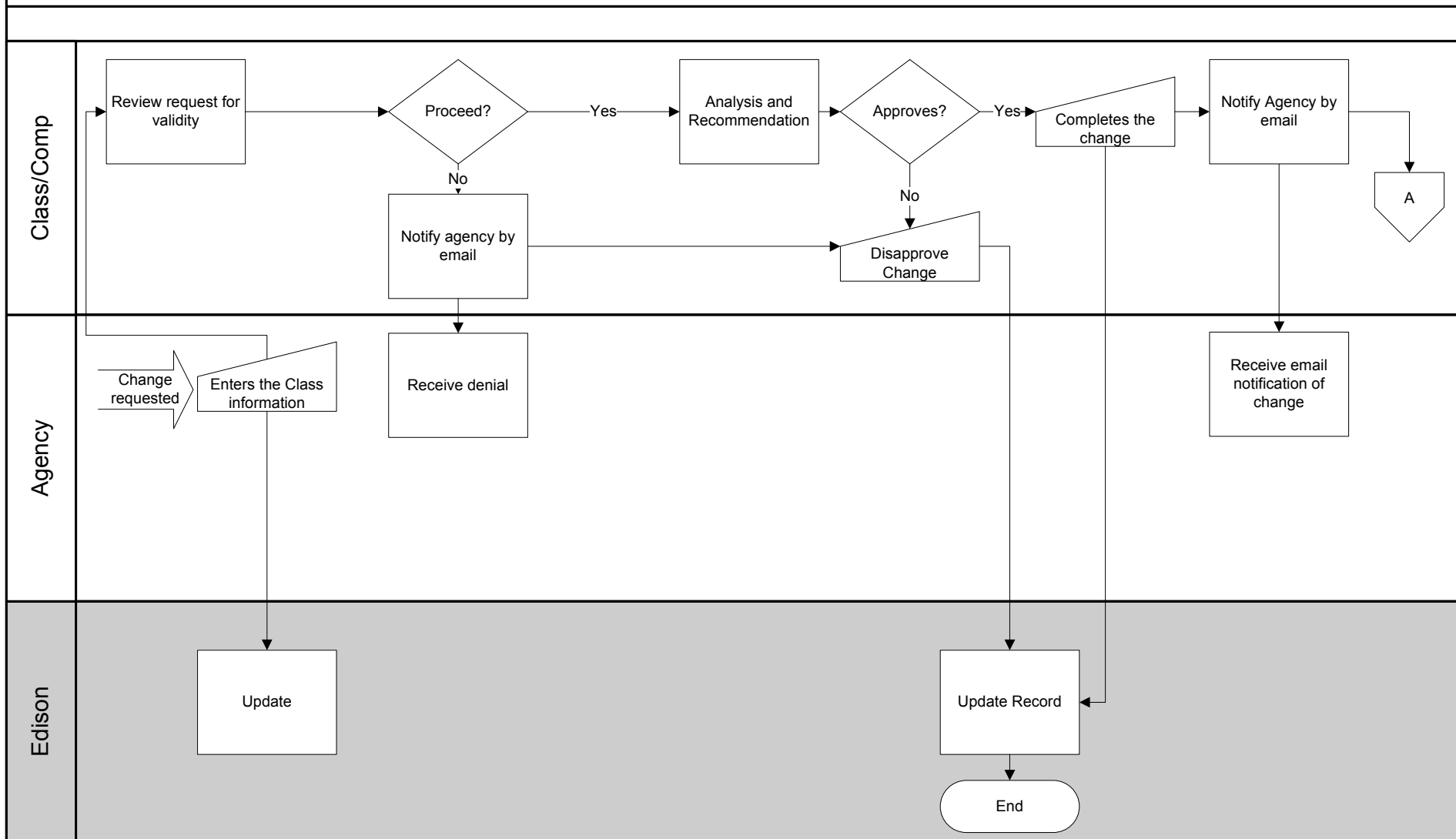
File: To Be CC-01 Position Actions
Date: 10/21/05
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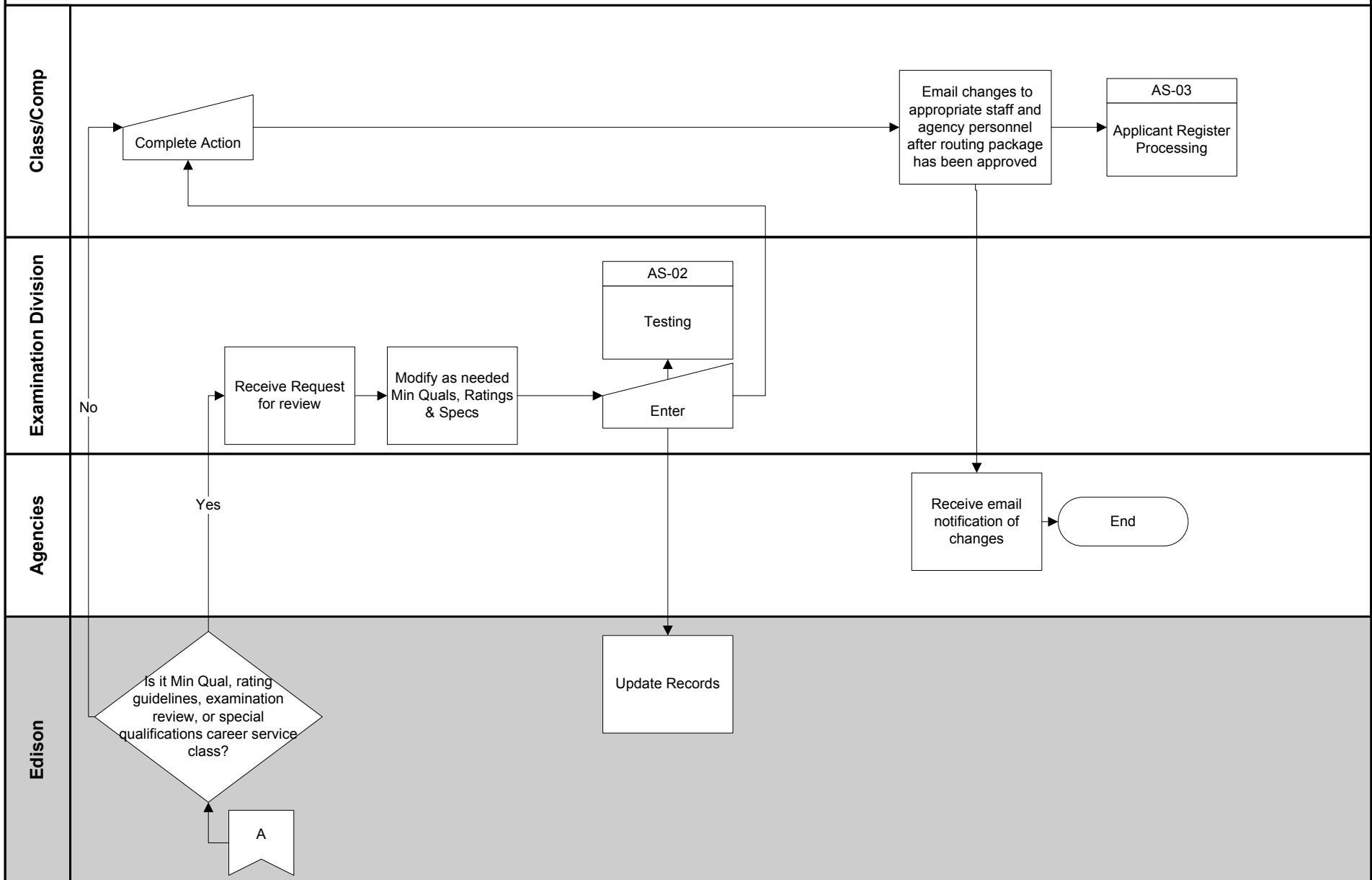


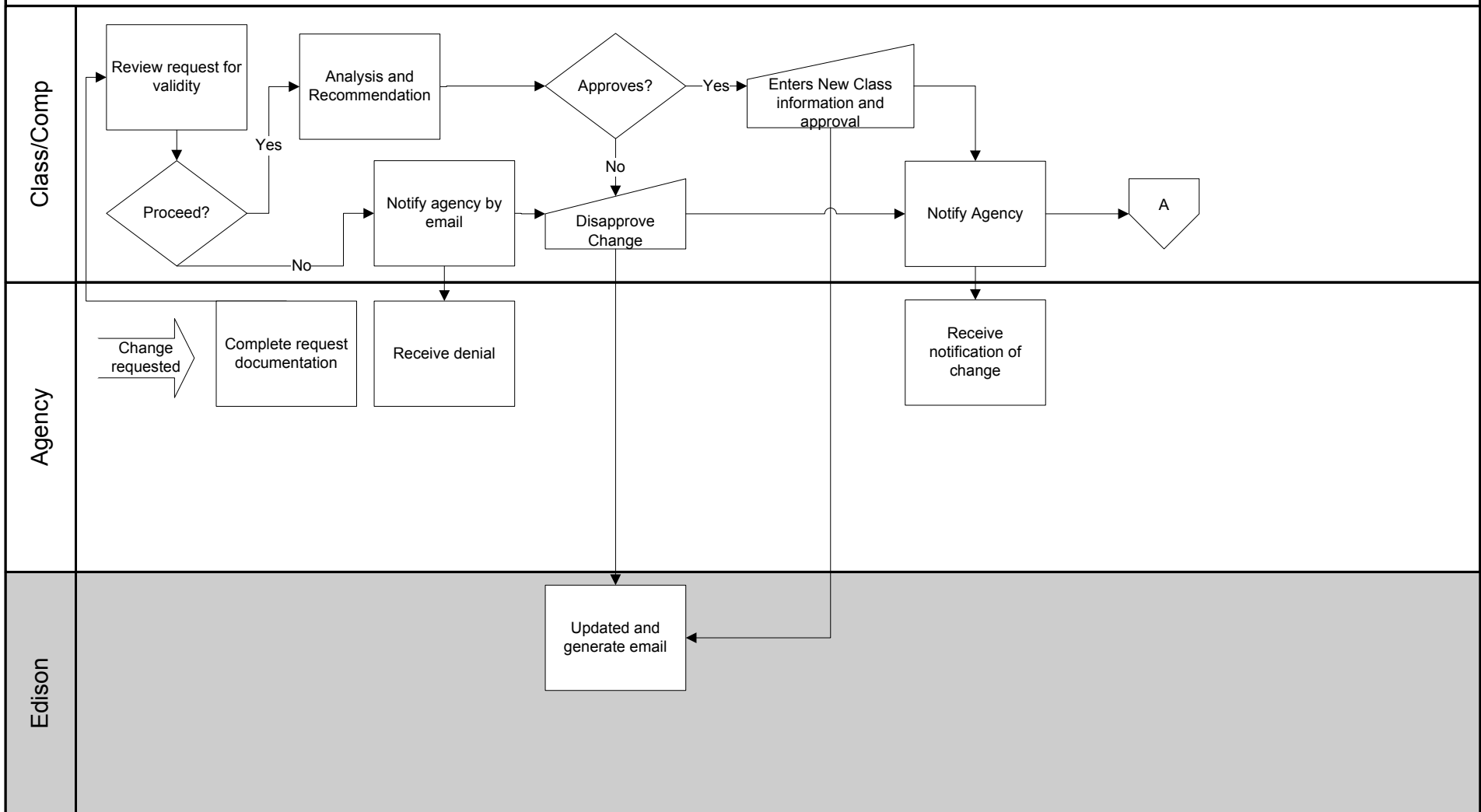
Process Name: Classification/Compensation	Process Identifier: CC	
Sub-Process Name: Position Actions and Salary Adjustments	Sub-Process Identifier: CC-01	
Sub-Process Purpose and Objectives: To modify the information associated with a position or adjust an individual's salary information.		
Sub-Process Description: The State uses the Edison system to maintain information regarding the classification and compensation of a position.		
<p>An agency recognizes the need to make a change to a position, such as changing the duties, changing the reporting structure, changing the classification, etc. The agency enters their request in Edison. The request will be forwarded to Budget for their approval if the proposed action is a reclassification, an establishment (establishments are addressed within Position Control), abolishment or an adjustment to the individual's salary. If Budget approves the funding change, then it goes to Class/Comp via electronic workflow and the Agency is notified via email regarding the funding approval. For allotment codes, Budget will initiate the transfer across allotment codes. Budget will ask for a work program request. If the proposed action is a reclassification or establishment, the Agency must also submit a Position Classification Questionnaire (PCQ) for the change to Class/Comp. Class/Comp at its discretion, may also request additional justification for other types of position actions. An analyst within Class/Comp receives the request and performs various analysis and research to make a recommendation regarding approval of the change. The decision for approval is most often made by a senior analyst or manager, but could be made by the Director. If the request is not approved, it may be returned to the analyst to determine if there is a viable alternative, or it may be rejected completely. When the final decision is made, the decision will be entered in Edison and an email will be generated to the Agency. At the point in time the request is changed in Edison, a determination within Edison is made as to whether or not the action requires an insurance change. If so, then the insurance information will be updated in Edison.</p>		
The following is a list of Actions that may be performed:		
Reclassification	Cost Center change	Overtime code change
Civil Service change	Full/Part-time status change	County change
Misclassified – Yes or No	Job Group change	Unit number change (for work unit promotional registers)
Job Share – Yes or No	Position number change (transfer)	Position Establishment
Position Abolishment	Equity Increase	Pay Differentials
Working out of Class Adjustment	Professional Certification Adjustment	

Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Position Actions and Salary Adjustments		Sub-Process Identifier: CC-01	
Sub-Process Trigger(s): <ul style="list-style-type: none"> Request entered by Agency Approved Funding Plan 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Class/Comp Budget Personnel Administration 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Position Action or Salary Adjustment Request	Electronic	300 per month	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Email notification	Electronic	260 per month	Agency
Performance Measures Tracked:			
Measure	Current Value	Target Value	
85% of Position Actions are processed within 10 working days.			
80% if Salary Adjustment Requests are processed within 10 working days.			

Law, Policy, or Statute Site That Govern Sub-Process:	
Law, Policy, or Statute	Change Required (Yes/No)?
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A. 8-30-214	No
Key Assumptions: <ul style="list-style-type: none"> • All requests will be entered into Edison • Agencies will be electronically notified • PCQ information is contained in Edison • Funding Plan information is contained in Edison 	
Improvements: <ul style="list-style-type: none"> • Eliminates manual processes including letters and phone calls. • Eliminates paper. 	
Change Management Concerns: <ul style="list-style-type: none"> • Agencies enter requests directly into Edison 	Communication Actions: <ul style="list-style-type: none"> • Notify agencies regarding business process changes.
Eliminated Non-Core Systems: <ul style="list-style-type: none"> • None 	

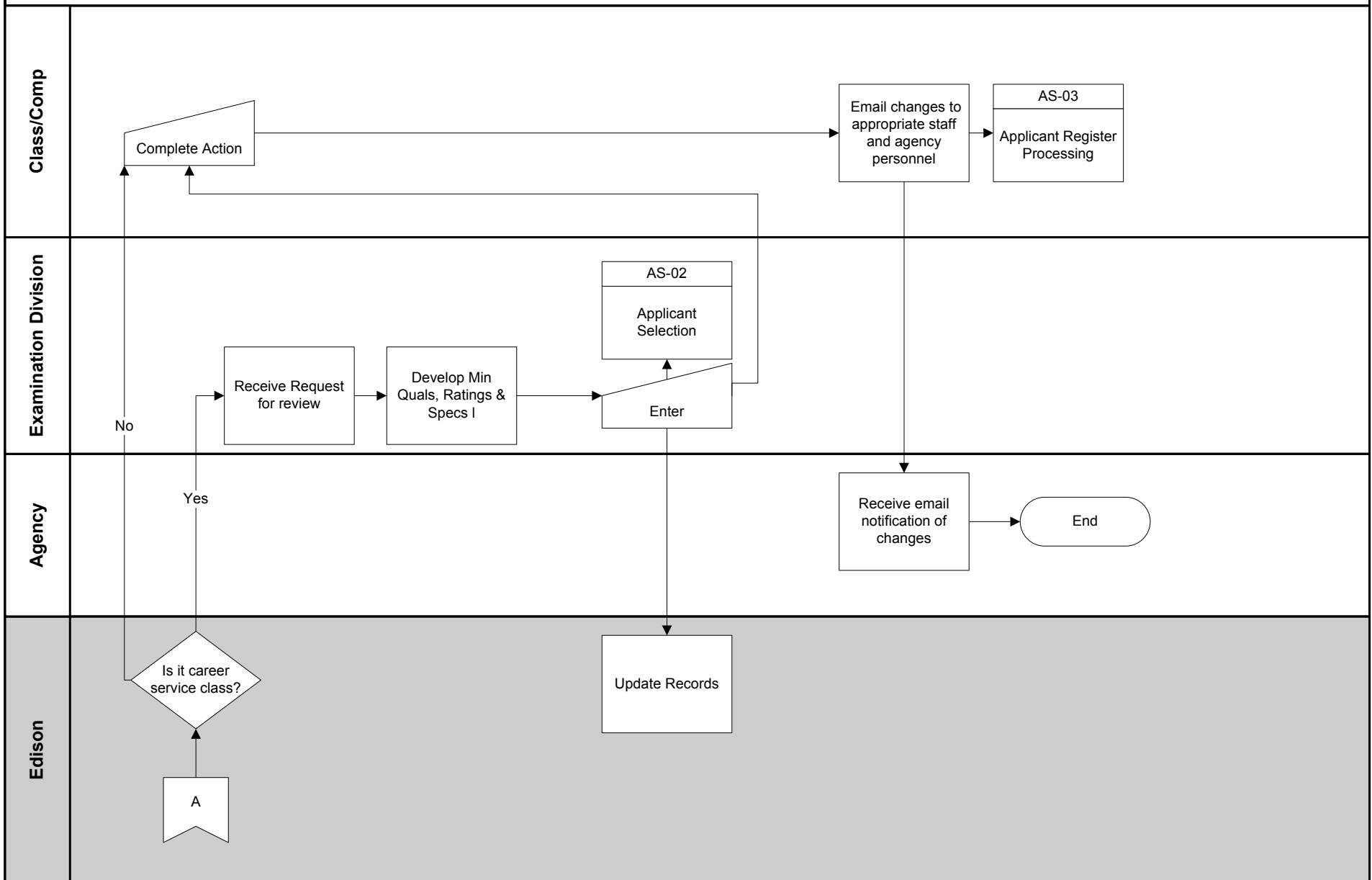


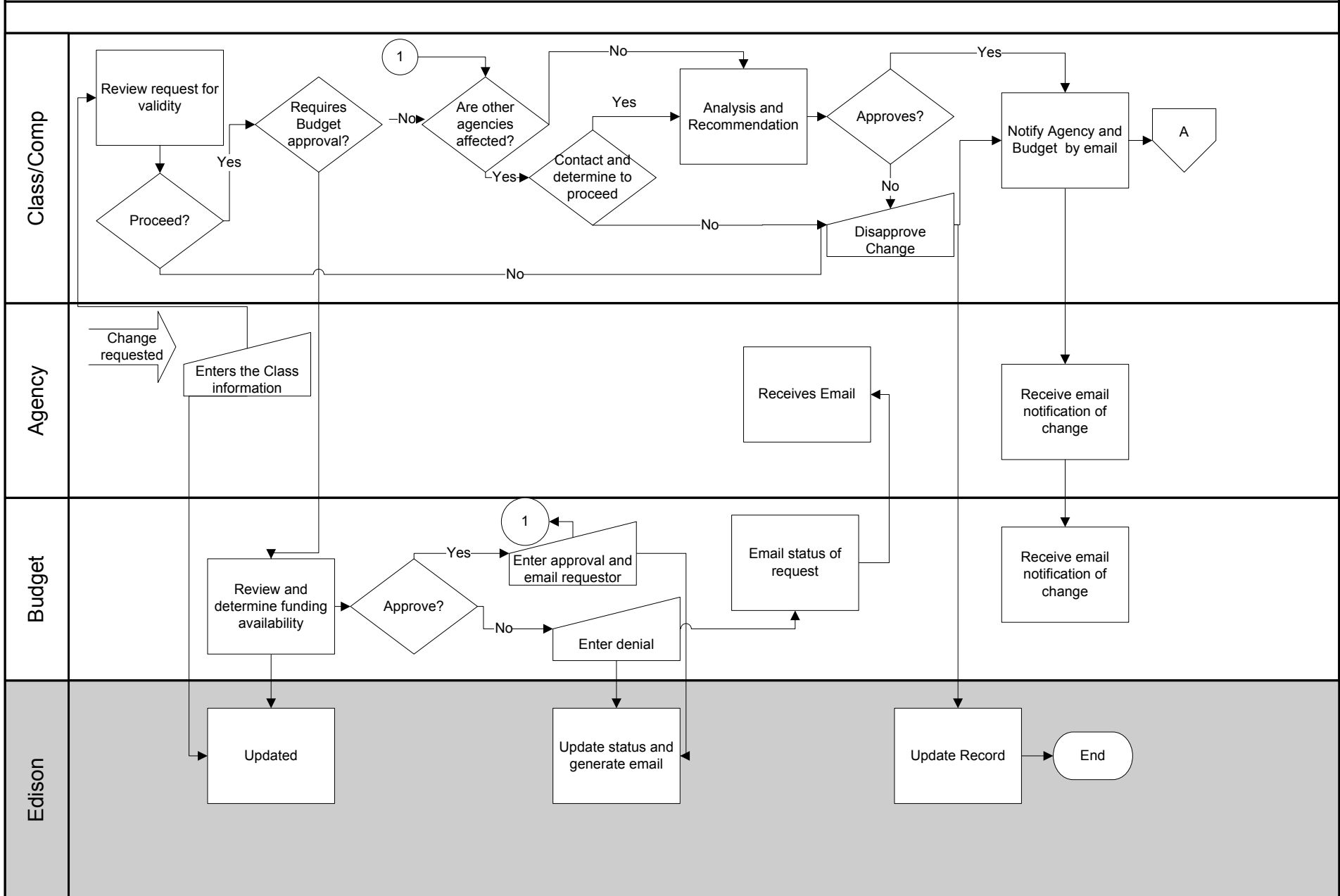




Process Area: Classification/Compensation
Sub-Process: CC-02-2 Class Actions- Create new Class
Prepared By: Project Edison – State of Tennessee

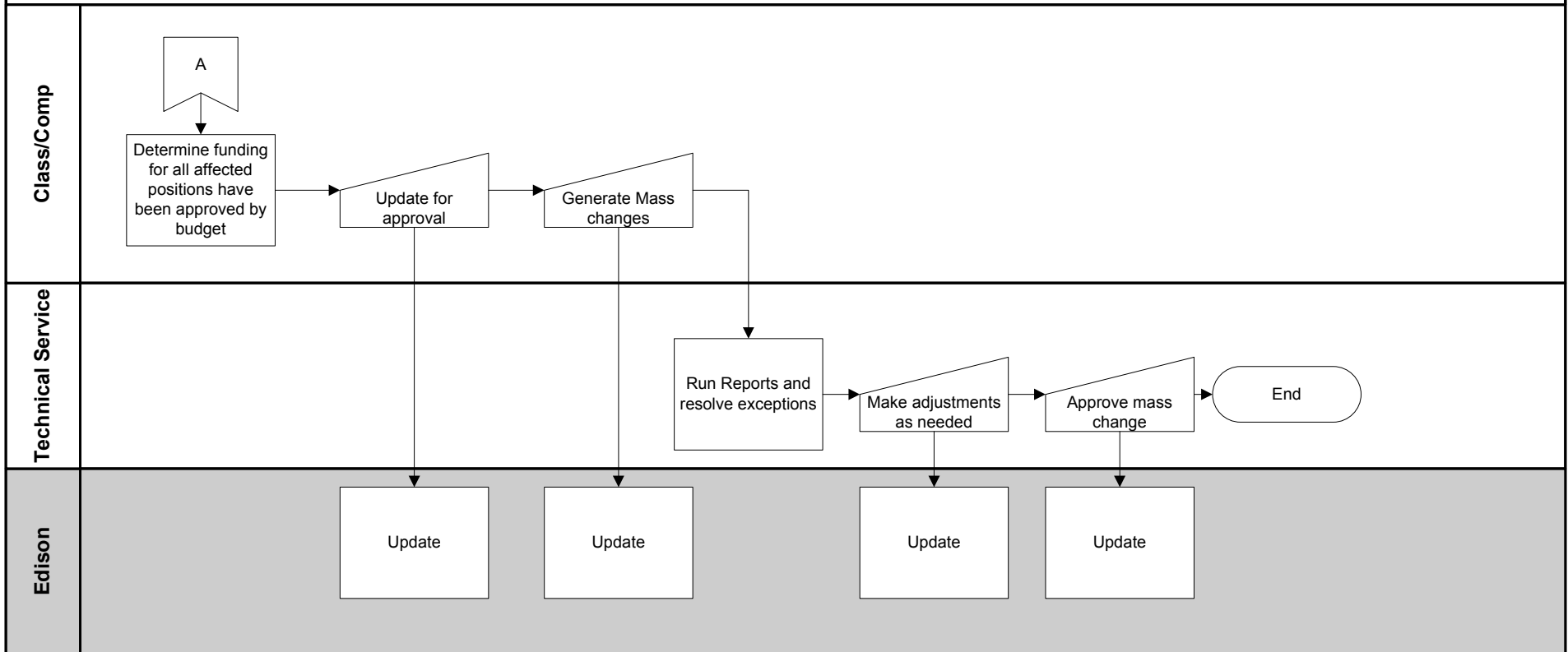
File: To Be CC-02 Class Actions
Date: 10/21/05
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Process Area: Classification/Compensation
Sub-Process: CC-02-3 Class Actions- Class Grade Changes
Prepared By: Project Edison – State of Tennessee

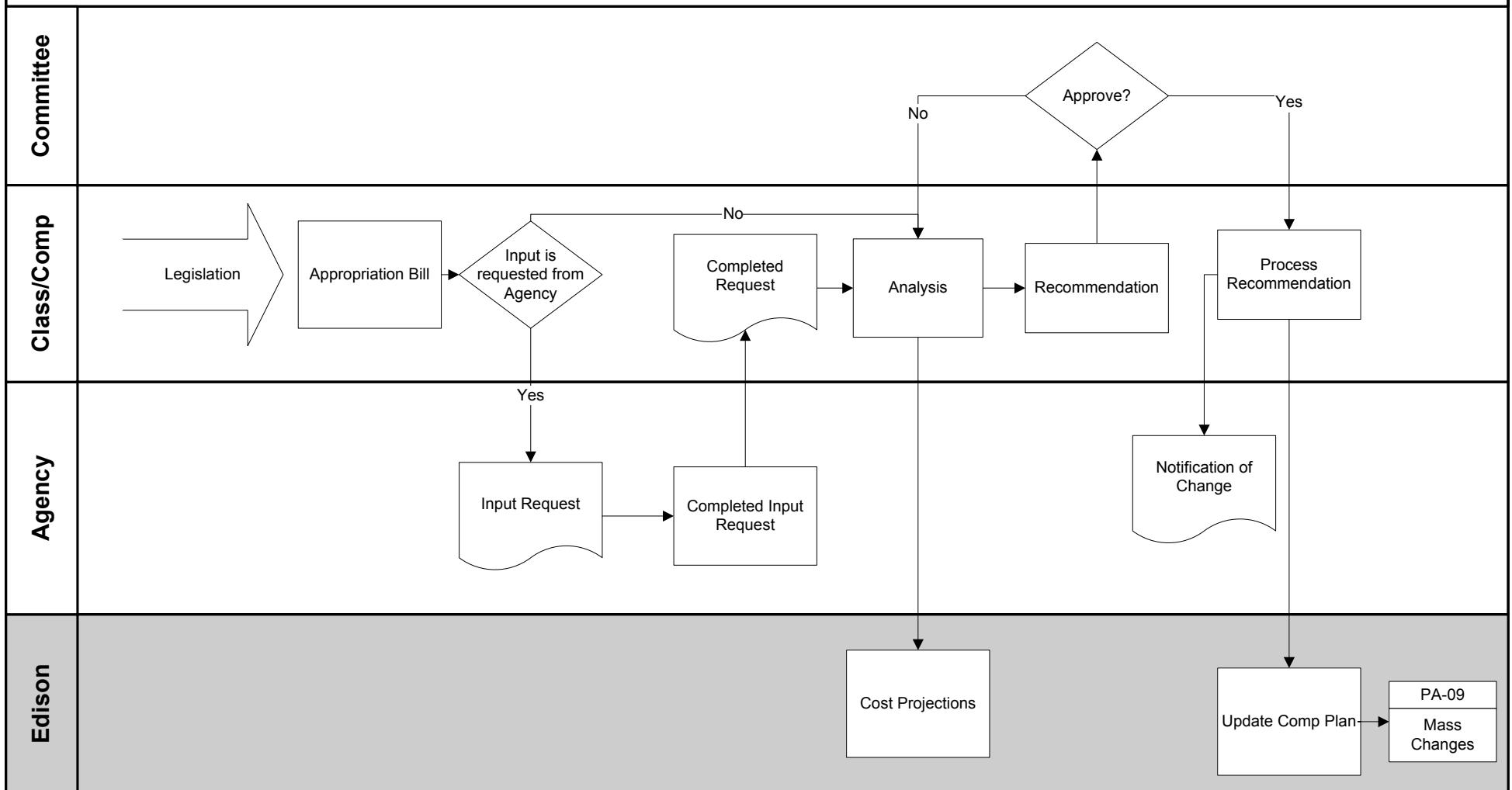
File: To Be CC-02 Class Actions
Date: 10/21/05
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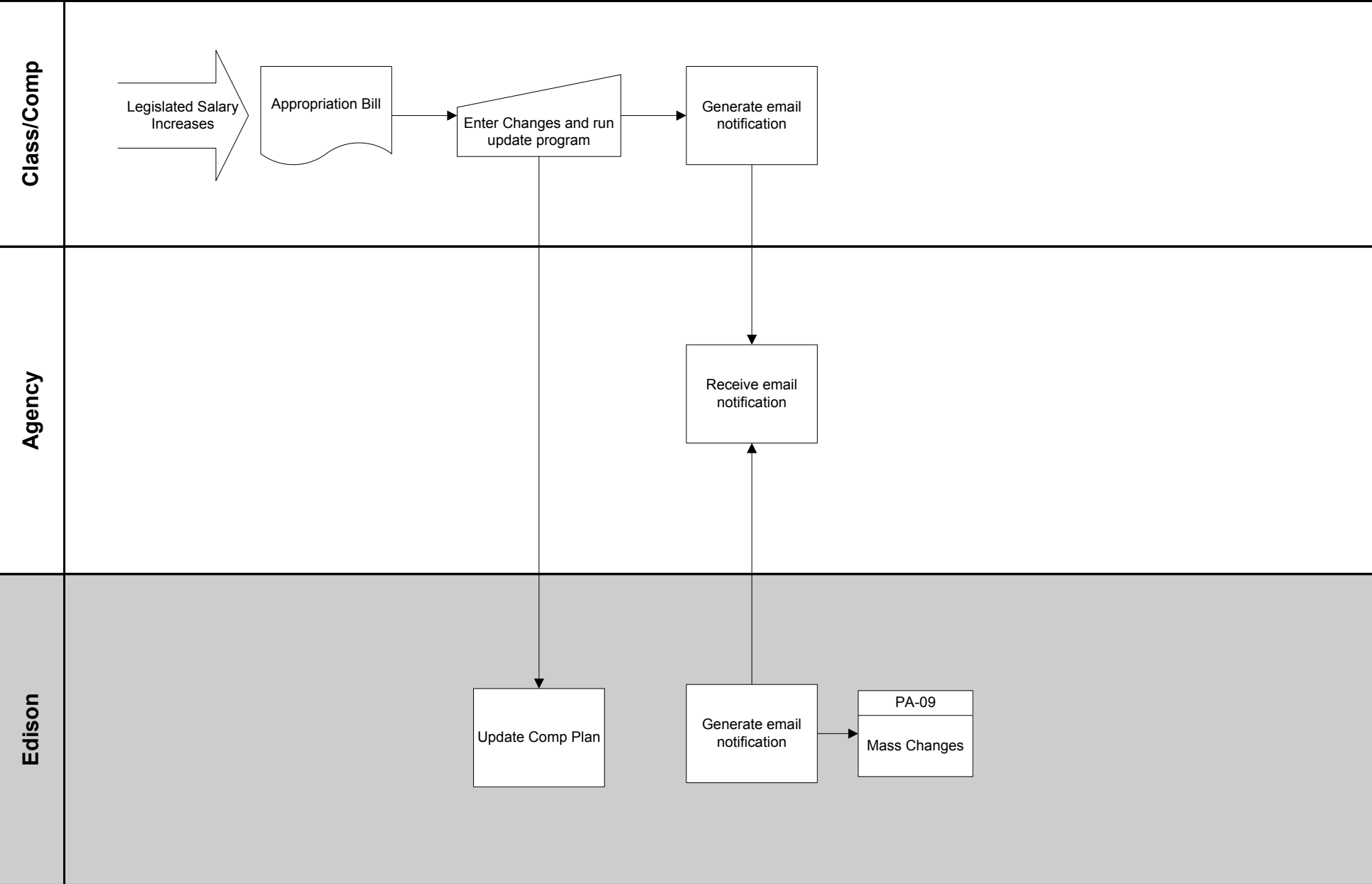


Process Name: Classification/Compensation	Process Identifier: CC															
Sub-Process Name: Class Actions	Sub-Process Identifier: CC-02															
Sub-Process Purpose and Objectives: The State uses the Edison system to maintain classes.																
<p>Sub-Process Description: An Agency requests to make a change to an existing class, create a new class or makes changes to a class grade. The Agency sends the request to Class/Comp where an analyst is assigned to perform various analysis and research, and to make a recommendation regarding the request.</p> <p>If the change to an existing class or creation of a new class is approved and involves a Career Service class or a change to the minimum qualifications of an existing Career Service class, the request is sent to the Examinations Division to develop minimum qualifications, rating guidelines and specifications. The request for the creation of a new class will still be sent in paper form but existing class changes or changes to a class grade will be an electronic workflow within the Edison system. Examinations Division will not be involved in the approval of a new Executive Service Class or a change to an existing Executive Service Class. The Agency will then be notified regarding the decision for the requested action.</p> <p>If the request is a salary grade change and it requires Budget approval, then the request is entered into Edison by the Agency, and routed electronically to Class/Comp for review of validity. If the change is appropriate, then a determination is made to see if other Agencies are affected and it is then forwarded to Budget for review and determination of funding availability. Those affected Agencies have to obtain Budget approval and an electronic notification is sent to the Agency. If the Budget office approves the request(s), the request is returned to Class/Comp to process the request in Edison and the Agency will be notified regarding the decision.</p> <p>The following is a list of Class Actions that may be performed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Class title change</td> <td style="width: 33%;">Class abbreviation change</td> <td style="width: 33%;">Salary range change</td> </tr> <tr> <td>Civil Service status change</td> <td>Overtime Code change</td> <td>Probation Code change</td> </tr> <tr> <td>Flex Code change</td> <td>Flex Number change</td> <td>PE system code change</td> </tr> <tr> <td>PE catalog – Yes or No</td> <td>MQ code (usually entered by AS)</td> <td>Fiscal code change</td> </tr> <tr> <td>Public Safety code change</td> <td>EEO code change</td> <td>OCC code change</td> </tr> </table>		Class title change	Class abbreviation change	Salary range change	Civil Service status change	Overtime Code change	Probation Code change	Flex Code change	Flex Number change	PE system code change	PE catalog – Yes or No	MQ code (usually entered by AS)	Fiscal code change	Public Safety code change	EEO code change	OCC code change
Class title change	Class abbreviation change	Salary range change														
Civil Service status change	Overtime Code change	Probation Code change														
Flex Code change	Flex Number change	PE system code change														
PE catalog – Yes or No	MQ code (usually entered by AS)	Fiscal code change														
Public Safety code change	EEO code change	OCC code change														

Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Class Actions		Sub-Process Identifier: CC-02	
Sub-Process Trigger(s): <ul style="list-style-type: none"> Request of need for new class, change to existing class or class grade 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Class/Comp Budget (for new classes) 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Request	Manual, Electronic	5-10 per month	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Notification to Agency	Email	14 per month	All affected agencies
Update specification file	Electronic	14 per month	DOP
Update Edison	Electronic	14 per month	DOP
Request to develop minimum qualifications and rating guidelines	Electronic	14 per month	Examinations Division (DOP)
Performance Measures Tracked:			
Measure	Current Value		Target Value
None			

Law, Policy, or Statute Site That Govern Sub-Process:	
Law, Policy, or Statute	Change Required (Yes/No)?
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A. 8-30-214	No
Key Assumptions: <ul style="list-style-type: none"> PCQ's will be entered into Edison 	
Improvements: <ul style="list-style-type: none"> Some paper forms will be electronically entered and changed/approved via workflow Specification file will be contained within Edison 	
Change Management Concerns: <ul style="list-style-type: none"> Agency enters PCQ directly in Edison 	Communication Actions: <ul style="list-style-type: none"> Notify agency regarding process changes
Eliminated Non-Core Systems: <ul style="list-style-type: none"> None 	



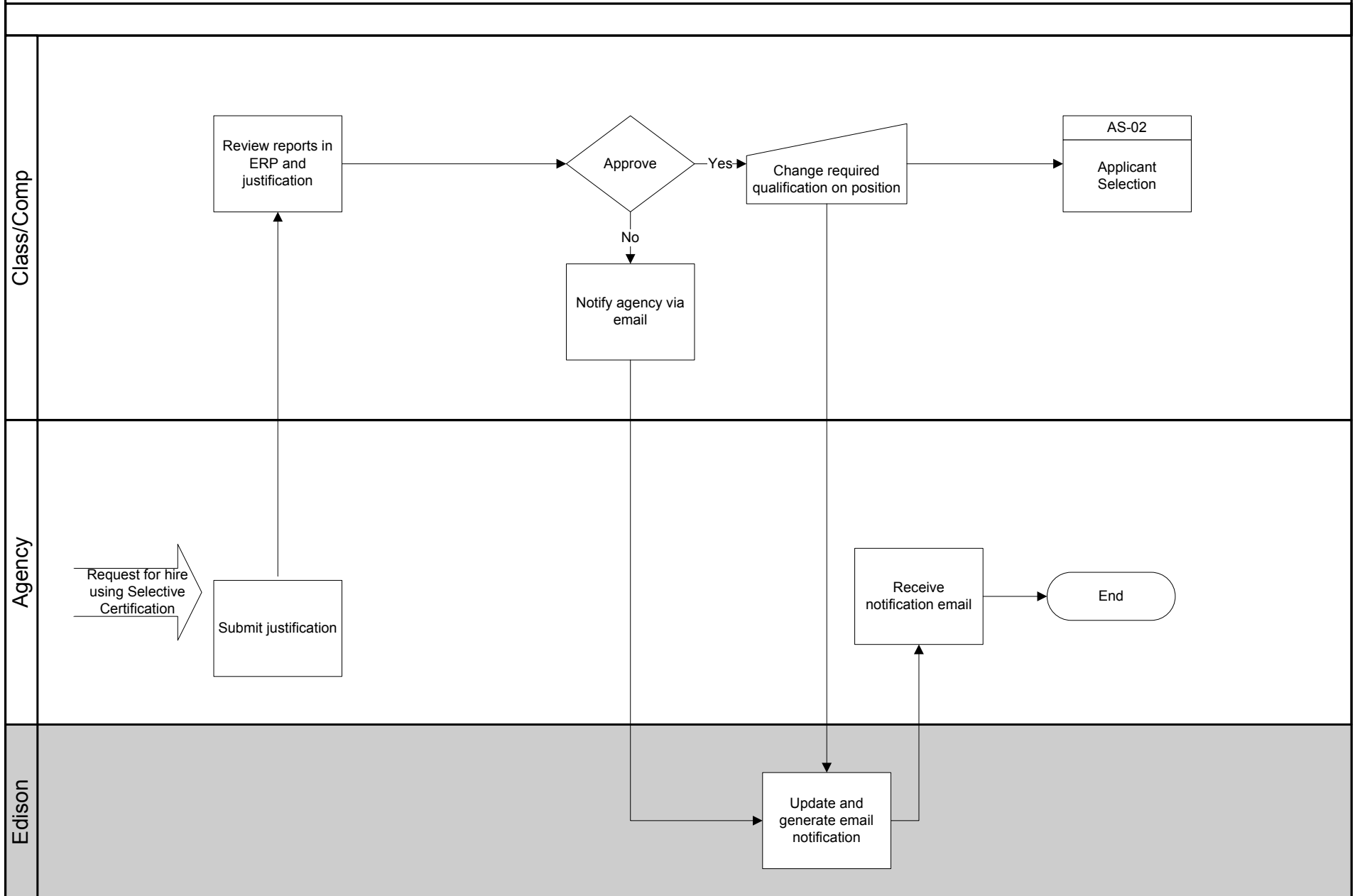


Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Comp Plan Maintenance – Class/Comp Appropriation		Sub-Process Identifier: CC-03	
Sub-Process Purpose and Objectives: To change or modify salary grade information.			
<p>Sub-Process Description: The State uses Edison to maintain salary grade maintenance.</p> <p><u>Class Comp Appropriation (Process CC-03.1):</u> The Tennessee State Legislature will appropriate funds to address Class/Comp issues for the state. Class/Comp may require input from the agencies. The Agency enters their request along with justification in Edison and Class/Comp is notified electronically. The recommendations are researched and analyzed, using cost projections and funding mix received from Edison. The recommendations are presented to certain legislative members, the F&A Commissioner, and constitutional officers. They may return the recommendation for further analysis, or approve the recommendation to Class/Comp for processing. The compensation plan is updated in Edison and the Agency is notified electronically of the change.</p> <p><u>Salary Structure Maintenance (Process CC-03.2):</u> The Tennessee State Legislature will appropriate funds for salary increases. Class/Comp processes the change in Edison and an electronic notification is sent to the Agency.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> • Appropriation (Legislation) • Request from Agency 		Key Sub-Process Participants: <ul style="list-style-type: none"> • Agency • Class/Comp • Budget 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Request Document	Electronic	18 per month	Agencies
Legislative Bill	Manual	1 per year	Legislature
Outputs:			
Output	Format	Volume/Time	Recipients
Agency notified	Electronic	18 per month	Agency
Edison updated	Manual	18 per month	Agency

Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Comp Plan Maintenance – Class/Comp Appropriation		Sub-Process Identifier: CC-03	
Performance Measures Tracked:			
Measure	Current Value	Target Value	
Law, Policy, or Statute Site That Govern Sub-Process:			
Law, Policy, or Statute			Change Required (Yes/No)?
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A. 8-30-214			No
Key Assumptions: <ul style="list-style-type: none"> Class/Comp will electronically change Salary Grades in Edison and the Agency will be notified via email. Cost projections and Funding Mix will be available in Edison 			
Improvements: <ul style="list-style-type: none"> Workflow will be automated Agencies will notified electronically 			
Change Management Concerns: <ul style="list-style-type: none"> Agencies enter request into Edison 		Communication Actions: <ul style="list-style-type: none"> Notify agencies regarding business process change. 	
Eliminated Non-Core Systems: <ul style="list-style-type: none"> None 			

Process: Classification/Compensation
Sub-Process: CC-04 Selective Certification Approval
Prepared By: Project Edison- State of Tennessee

File: To Be CC-04 Selective Certification Approval
Date: 10/21/05
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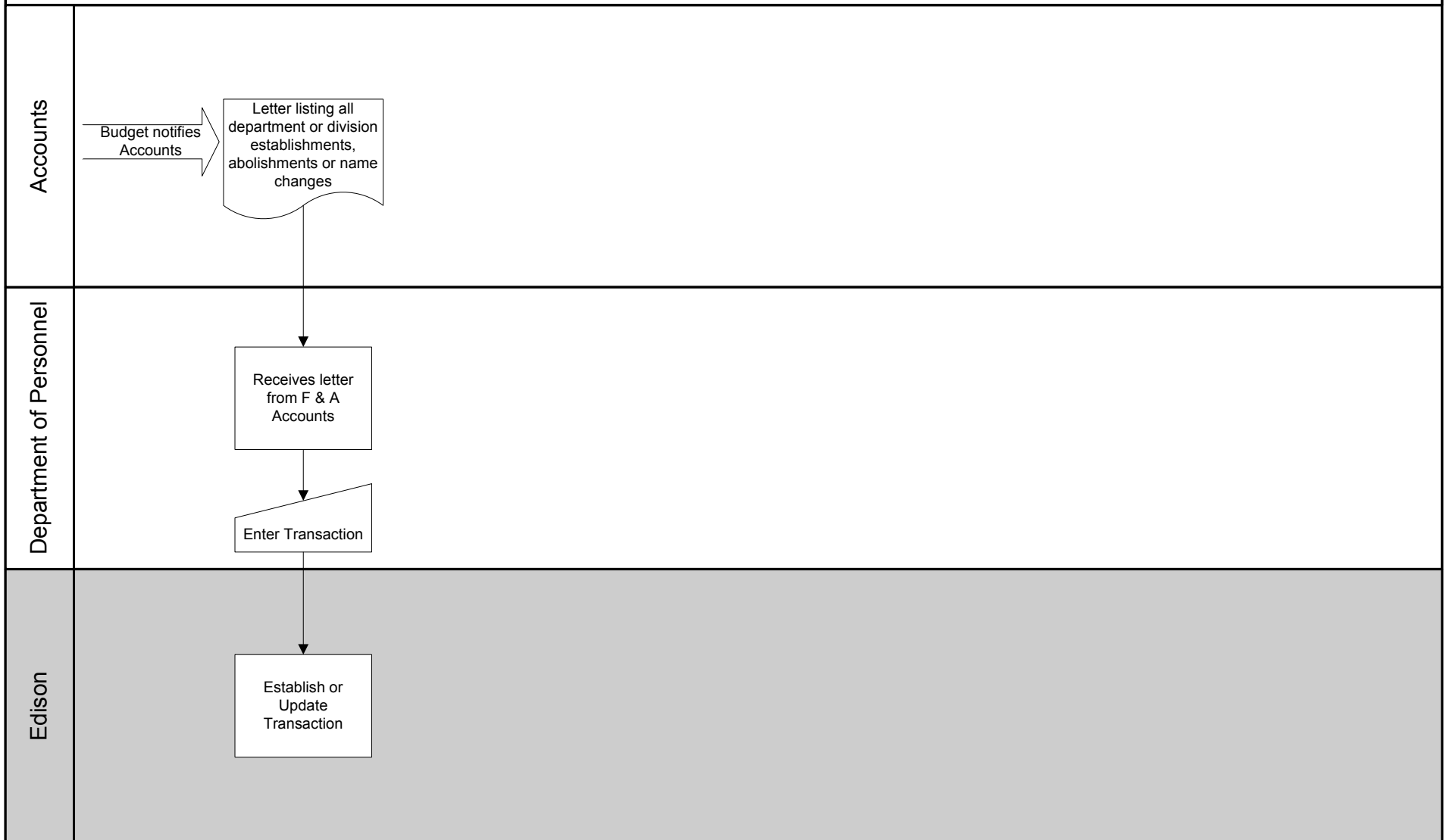


Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Selective Certification Approval		Sub-Process Identifier: CC-04	
Sub-Process Purpose and Objectives: Allows the selection of applicants based on unique requirements that exceed minimum qualifications for particular positions.			
Sub-Process Description: The Selective Certification Approval begins with a request for Selective Certification from the agency. Class/Comp reviews reports from the Edison system. If the request is approved then Edison is updated, the agency is notified via email and it is then forwarded to Technical Services (AS-02) to follow the necessary procedures to fill the position. If the request is not approved, then the agency is notified via email of the denial.			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Request from Agency Applicant Selection 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Class/Comp Edison 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Agency request document	Electronic	5 per month	Agencies
Class/Comp reviews reports	Electronic	5 per month	Class/Comp
Outputs:			
Output	Format	Volume/Time	Recipients
Notification to Agency	Electronic	5 per month	Agency
Update edison	Electronic	5 per month	Agency/Class/Comp
Performance Measures Tracked:			
Measure	Current Value	Target Value	
None			

Law, Policy, or Statute Site That Govern Sub-Process: T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A. 8-30-214	
Law, Policy, or Statute	Change Required (Yes/No)?
None required.	N/A
Key Assumptions: <ul style="list-style-type: none">• Agency request will be entered in Edison.	
Improvements: <ul style="list-style-type: none">• Agency will be notified electronically of the decision.• The certification will be sent via workflow.	
Change Management Concerns: <ul style="list-style-type: none">• Agencies enter requests directly into Edison	Communication Actions: <ul style="list-style-type: none">• Notify agencies regarding business process change.
Eliminated Non-Core Systems: <ul style="list-style-type: none">• None	

Process Area: Classification/Compensation
Sub-Process: CC-05 Dept./Division Establishment, Abolishment or Name Change
Prepared By: Project Edison- State of Tennessee

File: To Be CC-05 Organizational Change
Date: 10/21/05
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Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Establishment, Abolishment or Name Change of a Department or Division		Sub-Process Identifier: CC-05	
Sub-Process Purpose and Objectives: Add, delete or change a department or division.			
<p>Sub-Process Description: Establishes, abolishes or changes the name of a department or division within a department.</p> <p>Budget receives a request from the Legislature or an Agency regarding the need to establish, abolish or change the name of a department or division. Budget reviews the request and forwards the approved dictionary letter to F & A Accounts. F & A Accounts then send notification to the Department of Personnel. This lists all departments or division establishments, abolishments or name changes. The Department of Personnel then completes an on-line transaction in Edison to make needed changes or additions.</p> <p>Note: Abolishments cannot be completed until Payroll is done with the Department or Division.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Budget receives letter request from Agency or Legislature Budget notifies Accounts (F&A) of change 		Key Sub-Process Participants: <ul style="list-style-type: none"> Budget Accounts (F & A) DOP Agencies 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Agency sends letter request	Manual, Letter	Once per year (usually beginning of fiscal year)	Agency
Budget notifies Accounts	Manual	Once per year (usually beginning of fiscal year)	Budget
Accounts sends letter to Personnel	Electronic	Once per year (usually beginning of fiscal year)	Accounts (F & A)
Outputs:			
Output	Format	Volume/Time	Recipients
Update Edison	Electronic	Once per year (Usually beginning of fiscal year)	DOP

Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Establishment, Abolishment or Name Change of a Department or Division		Sub-Process Identifier: CC-05	
Performance Measures Tracked:			
Measure	Current Value	Target Value	
None			
Law, Policy, or Statute Site That Govern Sub-Process: None			
Law, Policy, or Statute			Change Required (Yes/No)?
None affected			N/A
Key Assumptions:			
<ul style="list-style-type: none"> Online transaction will be completed in Edison. 			
Improvements:			
<ul style="list-style-type: none"> Accounts will notify DOP via email. 			
Change Management Concerns:		Communication Actions:	
<ul style="list-style-type: none"> None 		<ul style="list-style-type: none"> None 	
Eliminated Non-Core Systems:			
<ul style="list-style-type: none"> None 			